

## VENDOR/FIRM ROSTER DIRECTION

---

### TOPICS

- A. KC Email - Request for RFI
  - B. Vendor Response to RFI
  - C. KC Email Notice – Documents are available online
  - D. Access Solicitation Details and Documents
  - E. Example of Solicitations Details web page
  - F. For Small Works Roster Only - Online Bid Form
  - G. Upload Document - Proposal or Qualifications Information
- 

#### A. KC Email – Request for Interest (RFI)

Your firm has been selected from King County's Small Works Roster as a potential bidder for this Small Works Roster project. Please review the information below to determine your interest in receiving an Invitation to Bid (ITB). If you are interested, log in to your Small Works Roster Account at [http://procurement.kingcounty.gov/procurement\\_ovr/SWRaccount.aspx](http://procurement.kingcounty.gov/procurement_ovr/SWRaccount.aspx) and indicate your decision under **Pending Invitations**. You must respond no later than 08/24/2011 at 1:00 PM. King County anticipates all interested firms will be promptly provided a link to the ITB on King County's Procurement website within 24 hours of the Request for Interest closing date.

All questions regarding this solicitation shall be directed to [lyza.gatmaytan@kingcounty.gov](mailto:lyza.gatmaytan@kingcounty.gov).

**Project:** C99999C11 - Roster Test Title  
**Summary of Work:** description Work will be performed on a Unit Price and Lump Sum basis.  
**Location of Work:** [Use recommended standard language].  
**Estimated Contract Price:** \$19,999.00  
**Estimated Contract Time:** [Use recommended standard language].  
**Anticipated Submittal Due Date:** 8/30/2011

**Roster Categories:**

- HVAC

**Bid Bond:** Not Required  
**Performance and Payment Bond:** Not Required  
**Payment of Prevailing Wages:** Required  
**Retainage:** Not Required  
**Insurance:** Required

Please log in to your Small Works Roster Account at [http://procurement.kingcounty.gov/procurement\\_ovr/SWRaccount.aspx](http://procurement.kingcounty.gov/procurement_ovr/SWRaccount.aspx) and indicate your decision under **Pending Invitations**.

You must respond no later than 08/24/2011 at 1:00 PM.

King County issues a "Request for Interest" email to selected firms initiating the roster solicitations process.

Example RFI.

## B. Vendor Response to RFI

SOLICITATION INFO	REQUEST FOR INTEREST	RESPONSE
C99999C11 Roster Test Title Invitation Discipline: HVAC Description of Work: description	Closing Date: 8/24/2011 1:00:00 PM Invitation Date: 8/10/2011 Email Status: Sent 8/10/2011 1:38:01 PM Invitation Email Address: duaneking@hotmail.com <a href="#">View Email</a>	<input type="radio"/> Yes, I am interested. <input type="radio"/> No, I am not interested. Date Responded: N/A

1. An invited vendor/firm needs to respond to the email within specified time noted on RFI.

2. Go to

- Small Works web page - [http://procurement.kingcounty.gov/procurement\\_ovr/SWRaccount.aspx](http://procurement.kingcounty.gov/procurement_ovr/SWRaccount.aspx)
- OR
- A&E Roster web page - [http://procurement.kingcounty.gov/procurement\\_ovr/AERaccount.aspx](http://procurement.kingcounty.gov/procurement_ovr/AERaccount.aspx)

3. Navigate to "Pending Solicitations" tab/panel.

4. Click the appropriate response button.

## C. KC Email Notice – Documents available online

You have recently confirmed with the King County your interest to participate as a bidder/proposer for the above roster and have been added to the Holders List. Solicitation documents are now available on the Internet by accessing the King County [Procurement Solicitation webpage](#).

All questions regarding this solicitation should be directed to [Specialist Name] at [phone number] or [email address].

Thank you.

The County sends a roster email notice to all vendors/firms that responded affirmatively to RFI when documents are available for viewing.

Example Email Notice: Documents are available online.

## D. Access Solicitation Details And Documents

PROCUREMENT  
Services  
> Solicitations  
My Account  
My NIGP Codes  
My Open Solicitations List  
Small Works Roster  
A & E Roster  
Consultants  
Contractors  
Suppliers  
NIGP Search  
Forms  
FAQ  
Contact Us

### List of Solicitations

ALL CONSTRUCTION A & E AND PROF. SERVICES TECHNICAL SERVICES GOODS & SERVICES OTHER SMALL WORKS ROSTER ARCHITECTURAL & ENGINEERING ROSTER

OPEN CLOSED AWARDED CANCELLED ALL

Keywords: C99900C11 NIGP Code: [browse codes](#) Sort by: Due Date Ascending

**NOTE:** To download documents, click on the solicitation number/title in the list below.

Page 1 of 1  
Displaying 1 - 1 of 1 total records

<b>C99900C11: SWR Test Solicitation 001</b> <b>Important:</b> Refer to website regularly for updates. <b>Department:</b> Transportation - Airport <b>Due Date:</b> 08/20/2011 08:00 AM	<b>Status:</b> Open	<b>Solicitation Type:</b> Small Works Roster
---	---------------------	--

The roster solicitation is listed under the "List of Solicitations" web page, viewable to the public. However, access to the solicitation detail information and documents is limited to invited vendors who have expressed affirmative interest to participate in the RFI.

1. Log-in to <http://www.kingcounty.gov/procurement/solicitations>.
  - a. Use default tab setting - "All"/ "Open".
  - b. Enter the solicitation number in the Keywords box.
  - c. Click "Search Solicitations" button.
  - d. Click the resulting solicitation number/title hyperlink.
- OR
- a. Set page tab setting to "Small Works Roster/Open" or "Architectural and Engineering Roster/Open"
- e. Click the appropriate resulting solicitation number/title hyperlink.

## E. Example of Solicitations Details web page

### Solicitation Details

LIST OF SOLICITATIONS		VIEW ONLINE HOLDERS LIST	
<b>IMPORTANT:</b> You will only receive email notifications of addenda if you are on the Holders List. Registered Vendors can add themselves to Holders Lists by going to the View Online Holders List link above.			
C99999C11 - Roster Test Title			
Status	Open		
Type	Small Works Roster		
First Ad date	8/22/2011		
Due date	9/19/2011 5:00 PM		
Contract Specialist	Darren Chernick: <a href="#">click for contact info</a>		
Notice of Selection date			
Execution date			
Execution value			
Execution vendor			
Cancelled date			
Important	Refer to website regularly for updates.		
Department	Prosecuting Attorney Office - Civil		
Description	description		
NIGP Codes			
Click on the document Title to view/download documents.			
Type	Title	Size	Date
ITB	<a href="#">00001 ITB Cover page</a>	unknown	8/22/2011
ITB	<a href="#">00003 Table of Contents</a>	unknown	8/22/2011
ITB	<a href="#">00020 Invitation to Bid</a>	unknown	8/11/2011
ITB	<a href="#">00100 Instructions to Bidders</a>	unknown	8/22/2011
ITB	<a href="#">00130 Prevailing Wages</a>	unknown	8/22/2011
ITB	<a href="#">00420 Performance and Payment Bond</a>	external link	8/22/2011
ITB	<a href="#">00430 Insurance</a>	unknown	8/22/2011
ITB	<a href="#">00440 Qualifications Information</a>	unknown	8/22/2011
ITB	<a href="#">00500 Agreement</a>	unknown	8/22/2011
ITB	<a href="#">00510 Retainage</a>	unknown	8/22/2011
ITB	<a href="#">00700 Standard Terms and Conditions</a>	unknown	8/22/2011
ITB	<a href="#">Specifications</a>	unknown	8/22/2011
ITB	<a href="#">Contract Drawings</a>	unknown	8/22/2011
Online Forms			
<a href="#">Submit Bid Form</a>			
<a href="#">Submit Qualifications Information</a>			
Documents listed in this page are available in Microsoft Office Word/Excel or Adobe Acrobat portable data format (PDF). For further assistance please contact <a href="mailto:procurement.web@kingcounty.gov">procurement.web@kingcounty.gov</a> .			

The Solicitations Details page has the following parts:

- PART 1: Roster itemized information.
- PART 2: Project related documents. Click a title to download the document.

Applicable only to "Small Works Roster" and "Architectural and Engineering Roster"

- PART 3: Online Forms. Click the form title to access the corresponding web page.

- Small Works Roster:

There are two (2) online forms -  
(1) Bid Form – To be completed online, and  
(2) Qualifications Information – Document to be uploaded if requested by Contract Specialist.

- Architectural and Engineering Roster:

There is only one online form –  
(1) Proposal – Document to be uploaded.

**F. FOR SMALL WORKS ROSTER ONLY - BID FORM (TO BE COMPLETED ONLINE.)**  
**[ARCHITECTURAL AND ENGINEERING ROSTER, PROCEED TO NEXT PAGE.]**

**Bid Form**

SECTION 00300 - FORM OF BID  
 C99999C11- ROSTER TEST TITLE

The Bidder declares that it has examined all the Contract Documents and will contract with King County to perform the Contract Work at the price(s) set forth below, if awarded a contract, the Bidder agrees to prosecute and complete the Work within the time(s) set forth in the Contract Documents.

Within this Form, the Bidder shall be required to record prices for each designated unit price and/or lump sum Bid Item as applicable. The unit price extended amounts and Total Bid Price on the Form shall be automatically calculated and presented to the Bidder by the Procurement Website. At their discretion, bidders are encouraged to verify the extended and/or total bid price calculations before submittal of its bid to the County.

**PRICE SUBMITTAL**

For this Unit Price and Lump Sum Contract Bidders are to provide a price(s) for the following work.

**1. Pricing Methods:**

- Lump Sum Item(s)** the Bidder is to provide the price to perform all work as specified or shown in the Contract Documents for the Bid Item including labor, materials, supervision/management, equipment and all overhead and profit, as well as any other ancillary costs associated with completing this work.
- Unit Price Item(s)** the Bidder is to provide unit prices for each of the Bid Items set forth under Unit Price Items. The unit price for the identified Estimated Quantities should include all labor, materials, supervision/management, equipment and, all overhead and profit, as well as any other ancillary costs associated with completing a unit of work. Estimated quantities, where applicable, are provided only as a basis for the comparison of bids, and King County does not warrant that the actual amount of Work will correspond to the estimated quantities. Contractor will be entitled to payment only for actual unit quantities performed.
- The work of each Bid Item is specified or shown in the Contract Documents.

**2. Evaluation of Bids:**

Bids will be evaluated to determine the lowest Total Bid Price offered by a responsive, responsible bidder. A contract will be awarded, if at all, based on the lowest Total Bid Price proposed by a responsive, responsible bidder.

The abbreviations under the Unit column shall be defined as follows: DY means Day.

BASE BID					
BID ITEM	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	EXTENDED AMOUNT
1	bid description 1	DY	1	\$	\$0.00
TOTAL BID PRICE (SUM OF ALL EXTENDED AMOUNTS)					\$0.00

**ACKNOWLEDGEMENT OF ADDENDA**

We acknowledge addenda numbers  through  have been delivered to us and have been taken into account as a part of our Bid.

**CERTIFICATION OF BID**

By submitting this bid and typing your name below, you certify that you will perform the Contract Work at the prices set forth above, and will plan and prosecute the Work with such diligence that the Work, and portions thereof, shall be completed and ready for use within the period(s) set forth in the Contract Documents.

Name of Firm:

WA State Contractor's License Number:

Authorized Representative Name & Title:

City, State, Zip:

Phone Number:

Email Address:

Submittal Due Date/Time: 9/19/2011 5:00 PM

Bid Submittal Status: No submitted bid on file.

Submittal Timestamp: No submitted bid on file.

Submittal Total Bid Price: \$

**Submit Bid**

Submits your bid to King County.

Submit

**Retrieve Bid**

Retrieves your bid from submission to the County so that you can modify your bid.

After retrieving a bid, you must re-submit prior to the submittal due date in order to be considered for award of this Contract.

If you leave this webpage or close your browser before re-submitting, your bid will no longer be available.

Retrieve

**Delete Bid**

**IMPORTANT:** The "Delete" button immediately deletes your submitted bid.

You cannot undo this action.

Delete

- All data fields are required.
    - Enter proposed unit price.
    - Acknowledge addenda. If none, enter zero "0" for both number fields.
    - Enter certification information.
  - Click "Submit" button.
- Notes:**
- You can "Retrieve" or "Delete" submitted bid/proposal prior to bid due date.
  - You have to re-"submit" retrieved bid/proposal.
  - All action buttons, "Submit", "Retrieve" and "Delete" are deactivated (grayed-out) after bid/proposal due date.

**WHAT'S NEXT?**

King County will evaluate all submitted bids. A King County Specialist will email the lowest responsive bidder to upload the firm's Qualifications Information document.

When you receive an email from King County requesting for a copy of your Qualifications Information,

- logon to <http://www.kingcounty.gov/procurement> and navigate to the List of Solicitations (page 3) > Solicitations Detail (page 4) web page.
- On the bottom of the Solicitations Detail's (page 4) page is the "Online Forms" section. Click the "Qualifications Information" hyperlink.
- Proceed to next page for direction on "Upload a Proposal/Qualifications Information."

## G. Upload Document - Proposal or Qualifications Information

### Upload Qualifications Information

C99999C11 - Roster Test Title  
Submittal Timestamp: No Qualifications Information on file.

[View](#) [Delete](#)

Opens the Qualifications Information you submitted to King County. Deletes your submitted Qualifications Information.

SELECT A FILE FOR UPLOAD

[Browse...](#)

[Upload](#)

IMPORTANT:

- Maximum file size for document upload is 4MB.
- Recommended file format for upload document is PDF (Portable Data Format), 200 dpi.

[Return to Solicitation Details](#)

**Screenshot: After uploading file.**

### Upload Qualifications Information

C99999C11 - Roster Test Title  
Submittal Timestamp: 8/23/2011 2:23 PM

[View](#) [Delete](#)

Opens the Qualifications Information you submitted to King County. Deletes your submitted Qualifications Information.

Your Qualifications Information file was uploaded.

[Return to Solicitation Details](#)

Part of the roster process is uploading a document, identified as follows:

- Small Works Roster:
  - **Qualifications Information**  
Deadline: Unless otherwise notified by the Contract Specialist, the lowest responsive bidder will be required to upload/submit Qualifications Information document within 24 hours of the request.
- Architectural and Engineering Roster:
  - **Proposal**  
Deadline: Proposals are due before Submittal Due Date/Time.

To upload a document:

1. Use the “Browse” button to locate the document on your computer.
2. Click “Upload” button.

#### Note:

- Maximum file size is 4 MB.
- Recommended file format is PDF (Portable Data Format).
- A vendor can “View” an uploaded file at all times.
- Document “Upload” and “Delete” functions are active based on set submission deadlines specified above and deactivated onwards.